

# Monthly Safety Inspection Report Companion



## What is a Monthly Safety Inspection Report?

A Monthly Safety Inspection Report is a document that helps identify any possible workplace hazards; it is a list confirming that everyone and everything on a job site follows safety regulations. However, unlike the Weekly Safety Inspection Report, the Monthly Report consists of a more in-depth check up, and is used on a monthly basis.

## What is the Purpose of a Monthly Safety Inspection Report?

A Monthly Safety Inspection Report not only helps oversee safety hazards, but also prevents them from occurring. The report ensures that everything is in place, in addition to identifying worker and equipment errors. The complexity of the evaluation uncovers any hidden hazards that might have been overlooked.

## Why do I need a Monthly Safety Inspection Report?

The Monthly Safety Inspection Report is important for a safe working environment by confirming everyone's well-being on site. It monitors the work place in-depth and helps control hazards.

## How do I complete a Monthly Safety Inspection Report?

Typically the Supervisor or Health and Safety Representative oversee the Weekly Safety Inspection Report.

The responsible individual must take the following steps:

1. Indicate the date that the documentation was filled out, the name of the assessor, the number of employees on site, the project they are currently working on, the location and the supervisor on site.
2. The list of items provided in the document must be checked off as "good condition" or "N/A". Good condition meaning that the item is in its designated area, away from any potential hazard and N/A meaning the task does not pertain to the particular project.
3. If any unsafe or hazardous tasks occur it must also be indicated in the table. Once the item is noted it is to be rated low or high in regards to its hazard probability, along with the actions required to fix the hazard.
4. Additional findings and or comments can be noted at the end of the report
5. Areas that did not receive good condition must have identified corrective actions. The health and safety representative will rate the hazard, and provide recommendations for corrective action.
6. The Health & Safety Representative and the site supervisor must both sign the document.

## How do I use a Weekly Monthly Inspection Report?

- The perimeters of the job site must be toughly overseen for any potential threats and to ensure that all workers are using safe work practices and procedures
- Any hazards identified are required to be rectified.
- If you are unable to eliminate the hazard, the documentation must be directed to a higher authority

## When to Revise a Monthly Safety Inspection Report?

A Monthly Safety Inspection should be revised whenever there is a change in the workplace safety regulations (annually). This ensures that the tasks on site are completed in the safest way possible.